

City Manager

Monthly Report for November 2014

- Have had a meeting with Cheniere regarding their progress and further discussed their commitment to assist the City of Ingleside with SH-200. They continue to discuss ways to help move Highway 200 forward. They include possible contributions to the engineering cost as well as construction.
- The Mayor and I met with Ken Berry regarding his issues with the Cheniere Plans. He said he wasn't notified of the Zoning change we checked the County Appraisal District records and the properties in question show different owners who received the notification as per City Ordinance. He also brought up potential runoff from the future dredge spoil and I am working with the Drainage District to insure appropriate agencies are contacted regarding any problems in this area. From what I can tell right now it will be a State issue. Ken mentioned suing the City and we forwarded his information to Mike Morris. Mike stated that we had followed proper procedures.
- There were no ED packages for the Governor's Office this month but we did have ongoing discussions with other potential developers. And we attended the ICSC Texas Conference and Deal Making in Dallas.
- The combined water levels as of 12/11/14 are at 31.9%.
- Have had discussions with Attorneys regarding the settlement of the Zoning Lawsuit. Our Attorneys are still attempting to get their Attorney to meet and discuss.
- The EDA grant is finishing up. We hope to set a date for a ribbon cutting soon. We are awaiting the final reimbursement from EDA. Final Payment to contractor is being held until all punch items are finished.
- Working with TxDOT regarding the city's water and wastewater lines located along FM 1069 between HEB and Walmart.
- Seaside Landing Apartments plans to break ground in the first quarter of 2015.
- We are working with a potential hotel regarding their water and sewer connections.
- Confirmed TxDOT, Naismith, Cheniere, and Judge Simpson are all still in agreement with regards to SH-200. We still have a \$4M commitment from TxDOT and potentially \$4M commitment from Cheniere for a possible \$8.5M project.
- Have had a threat of a lawsuit regarding the liens owed on a property sold or tax purposes; therefore, we are halting all requests for tax resale purposes until our Attorney provides an opinion.

City Secretary/Human Resources Monthly Report for November 2014

Council Meetings: Prepared for 1 Council Meeting

Open Records Request: 1 requests documented

Employment Applications: Received 5 applications

TABC Permits: 2

Vehicle Tags: 1 tag changes and 0 with insurance change

Workers' Comp./Liability Claims: 0

Report a Concern: 2

Other:

- * Assisted with day-to-day items in Finance including but not limited to 11 transfers and bank reconciliations. Monitoring CIP projects for completion and documentation. Began requests to departments for new CIP requests.
- * Assisted 2 employees with benefits questions/communications with the TML-IEBP inquiries, 11 employees with TMRS items, and 0 AFLAC billing/benefit issues.
- * Performed 3 new hire orientations, 0 internal transfers, 2 exit interviews, and reminded Managers of one 6-month evaluations.
- * Worked with 3 community service individuals for a total of 138 hours.
- * Attended the ICSC Conference in Dallas and TMRS Training in Austin.
- * Staff working diligently to prepare for Christmas Party!

Memo

To: Jim Gray, City Manager

From: Isabel Valdez 

Date: 12/04/2014

Re: November 2014 Monthly Report

Below, you will find Utility Department monthly statistical information for November 2014.

Number of Deposits – 41

Number of Opened Accounts – 58

Number of Closed Accounts – 53

Number of Disconnect Notices Mailed – 758

Total Late Fees Billed - \$6,482.62

Number of Utility Bills Mailed – 3,131

Total Water Consumption Billed – 23,144,900 Gallons

Total Water Billing Amount – \$181,123.64

Total Sewer Billing Amount - \$119,362.53

Number of Utility Payments Received – 2,405

Total Amount of Utility Payments Received - \$338,060.82

If you have any questions, please let me know.

Librarian's Report

November 2014

- Attended weekly Management meetings on Mondays for the month
- Coordinated and attended biweekly staff meetings.
- Assisted when needed at circulation desk and opened and closed when needed
- Meeting with Brad on a new bid for the lighting of the library (Nov 4)
- Proctored exam (Nov 4)
- Attended SPCALC meeting this month (Nov 5)
- Reserve a librarian (Nov 5)
- Proctored exam (Nov 5)
- Reserve a librarian (Nov 6)
- Attended the Regional Fall Meeting in Victoria (Nov 6-7)
- Reserve a librarian (Nov 12)
- Staff and I began to decorate early for Christmas (Nov 13)
- Proctored test (Nov 14)
- Meeting with Junioresettes about meeting room schedule (Nov 14)
- Roundup committee meeting (Nov 14)
- Contacted a glass company for an estimate of a display case that was broken by a patron (Nov17)
- Met with Shanna about upcoming CBCAN classes for city employees (Nov 17)
- Met with Tyler about a new bid for the library lighting (Nov18)
- Attended Library Board meeting (Nov18)
- Conference call with Mango languages (Nov19)
- Proctored an exam (Nov 21)
- Notarized as needed

**Out on Vacation the last week of November 2014

- **Children's Program: 198**

Meeting Room used by:

Woman's Club	Computer Classes	Tutor with Hollie & Manquero	Mr. Kippy
Connections	5 & under	After School Program	Library Board
Game Day			

Meeting room total: 216

Cumulative Statistics FY 2014-2015

	Oct.	Nov.	Dec.	Jan	Feb	March	April	May	June	July	Aug	Sept.	Total
Total Circulation**	3855	2798											6653
Adult Fiction*	500	403											903
Adult Non-fiction*	282	235											517
Spanish Language*	12	10											22
Juvenile Fiction*	169	123											292
Juv Non-Fiction*	54	37											91
Easy*	638	459											1097
ILL Borrowed	10	1											11
ILL Requested/Lent	2	2											4
ILL Checkouts*	12	3											15
Periodicals*	22	25											47
Video*	24	4											28
Viewers	120	20											140
Audio, CD*	40	33											73
DVD*	2102	1466											3568
Viewers	10510	7330											17840
Ref Transactions	1806	1242											3048
Computer Usage	1013	724											1737
Reserve a Librarian patrons and Proctoring	9	3											12
Library Programs	27	22											49
Patron Visits	2559	1781											4340
Prgrm Attendance:	211	198											409
New Cards	54	44											98
Materials Catalogued	147	80											227
Days Open	26	23											49
Hours Open	243	195.5											438.5
Mtg. Room Use	280	216											496
Volunteer Hrs.	48.5	9											57.5
Community Service Hrs.	29	16											45
Employee CE hours	3	2											5
** Circulation totals													

**NOVEMBER 2014 Monthly Report
Building Dept**

<u>Permit Type</u>	<u>Number of Permits</u>	<u>Permit Fee</u>	<u>Total Valuation</u>
Building	11	\$3,198.50	\$523,800.01
Electrical	14	\$880.30	\$32,120.02
Plumbing	8	\$791.65	\$27,550.00
Water Well	0	\$0.00	\$0.00
Mechanical	7	\$650.10	\$47,550.00
Demolition	0	\$0.00	\$0.00
Excavation	0	\$0.00	\$0.00
Move Structure	0	\$0.00	\$0.00
Commerical Repair	0	\$0.00	\$0.00
Tree Removal	0	\$0.00	\$0.00
Swimming Pool	0	\$0.00	\$0.00
Special Permit Request	0	\$0.00	\$0.00
Pipeline	2	\$5,000.00	\$0.00
Sign	0	\$0.00	\$0.00
Totals	42	\$10,520.55	\$631,020.03

Impact Fees Collected: \$6,248.45

Certificate's of Occupancy:

Commercial: 3 2832 MAIN STREET
 2811 MAIN STREET
 2460 HWY 361

Residential: 4 2994 MAIN ST 3
 2708 AVE I
 1572 VINEYARD CIRCLE
 2708 AVE H

Inspections Performed: 98

TO: Jim Gray, City Manager
 FROM: Donald Paty, Director of Public Works
 DATE: December 2, 2014
 REF: November 2014 Monthly Activity Report

DEPARTMENT	LOCATION	JOB PERFORMED
WATER	Various locations	Perform daily duties for utility desk - on/off, rechecks, locks & plugs, chlorine levels, read master meters, check pump stations, pick up & drop off mail, raise & lower flags
	2838 Munson Street	Repair water line that was run over by garbage truck
	All meter routes	Read meters
	FM 1069	Mark water lines
	Kenny Lane, Mooney Lane, Avenue & 6th Street	Remove trees from road
	Humble Street, Main Street	Clean dirt out of curbs
	WWTP	Work with WW Department, turning pumps on and off for contractor working on the WWTP lift station
	FM 1069	Install 4" resilient wedge valve and repair 4" water line
	Nix & Gallion	Run sewer camera in line to determine depth
	2497 Live Oak	Repair 3/4" water line
	Various locations	Meter testing and repair
	Simmons Park	Look for water leak, did not find source
	City Yard	Vehicle & equipment maintenance
WASTEWATER	WWTP & 17 lift stations	Daily maintenance of WWTP and all lift stations
	WWTP lift station	Work with Fox Construction on repairs
	Portside, 12th Street, Saunders	Lift station maintenance and repair
	2742 Houghton	Respond to sewer service request, cleared line, roots in line causing obstruction
	2071 Glenwood	Respond to sewer service request, plugged on residential side, main is clear
	Waco Street pump station	haul new pipe from city yard to Waco St.
	2474 Avenue C	Respond to sewer service request, problem on residential side, clean out is clear
	2728 San Antonio	Sewer service request, ran camera, pipe is misaligned due to ground settle
	FM 1069	Assist Water Department with installing valve
	2841 West Main St.	Sewer service request, line was clear on both sides, repaired clean out
	2518 Avenue C	Sewer service request, could not get hose past 5 ft. on residential side
	Nix and Gallion	Run sewer camera in line to determine depth
	3093 Avenue A	Respond to sewer service request, plugged on residential side
	2571 Avenue D	Respond to sewer service request, clear on city side
	2473 Greenbriar	Respond to sewer service request regarding odor
	City Yard	Vehicle & equipment maintenance
PARKS, FACILITIES, DRAINAGE	All City Parks	Clean restrooms, empty trash
	Main Street	Weed & clean out crepe myrtle enclosures
	City Buildings	Water city planters
	Various locations	Hang Christmas banners
	City Yard	Clean and prep Christmas tree and lights
	City Buildings	Replace ac filters
	All City Parks	Wrap faucet pipes for winter
	Live Oak Park	Mow, cut dead trees
	Simmons Park	Hang Christmas lights
	Simmons Park	Mow
	Various locations	Mow right-of-ways
STREETS	Routes 1A - 4A	Pick up brush
	Various locations	Mow right-of-ways
	Various locations	Check stop signs and street signs in need of repair
	Various locations	Patch potholes
	City Yard	Load trash dumpsters
	City Yard	Vehicle and equipment maintenance

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INGLESIDE POLICE DEPARTMENT

MONTHLY STATISTICS REPORT: November 2014

Prepared by Captain Paula Belville

A. Communications

2,443 Calls for Service

B. Uniformed Patrol

1. 118 Reports prepared
2. 43 Adult Arrests
3. 15 Traffic Accidents Investigated
4. 289 Traffic Contacts
5. 00 Juvenile Arrests
6. 36 Hours Reserve Officer Service Time

C. Criminal Investigations

Uniform Crime Report (UCR), Part 1 Crimes

1. 31 Offenses Reported
2. 00 Unfounded, false or baseless
3. 14 cases were cleared by arrest or exceptional means
4. 01 cases were cleared involving persons less than 18 years of age

Incidents/reports (other than UCR)

1. 83 Incident reports have been resolved or closed.

Stolen Property and Vehicles Recovered

1. \$32,257 in stolen property
2. \$6,780 recovered

Cased filed with District Attorney/County Attorney's Office

1. 00 cases were filed with County Attorney's Office.
2. 00 cases were filed with District Attorney's Office.
3. 00 cases were filed with Juvenile Probation Department.

Court Appearances Cases Assigned

1. Investigators spent 00 days in court appearances.
2. 02 cases have been assigned to Detectives

Narcotics Seized:

1. Marijuana: 1gram
2. Marijuana plants: 0
3. Pharmaceutical Pills: 0
4. Cocaine: 0
5. Crack Cocaine: 0
6. Heroin: 2.5
7. Methamphetamine: 0
8. Synthetic drugs: 0

Seizures (pending court disposition) : Apple iPod, Sony personal computer, Samsung security video system, thumb drive. \$6357.85, over 1700 items of drug paraphernalia, surveillance equipment and \$632.00.

Ingleside Animal Control
Monthly Report

Month of	<u>November 2014</u>		
County	Cats: 2	Dogs:14	
Animals Impounded	Cats:30	Dogs: 33	Pot Bellied Pig:1
Returned to Owner	Cats: 0	Dogs:12	Pot Bellied Pig:1
Adopted Out	Cats:10	Dogs:6	
Released to Rescue	Cats: 0	Dogs:2	
Put To Sleep	Cats:17	Dogs:21	
Warning Citations	Jennifer- 1 Tracy-4		
Court Summons	Jennifer -1 Tracy-1		
Calls For Service	97		

Preparer's Signature: Jennifer Salinas

Date: December 1, 2014

City of Ingleside Office of Emergency Management Monthly Report

NOVEMBER 2014

Training/Meetings:

- 6th CBCAN Training Fire Dept. (attended)
- 8th CBCERT Training - Communications Fire Dept. (attended)

Grants:

- Have not applied for any grants since 2011.

BASIC PLAN & ANNEX INFORMATION									
Levels	Annex	Name	Plan Date	Expire Date	Responsibility	Started	To EMC	To State	Approved
Basic	BASIC		5/29/2008	5/29/2013	EMC	6/21/2013	8/22/2013	8/23/2013	Approved
	A	Warning	7/17/2008	7/17/2013	Police Chief	7/29/2013	8/26/2013	8/29/2013	Approved
	B	Communications	1/12/2010	1/12/2015	Police Chief				
	C	Shelter & Mass Care	7/17/2008	7/17/2013	Asst. EMC	7/29/2013	10/10/2013	10/11/2013	Approved
	E	Evacuation	12/28/2009	12/28/2014	Police Chief	9/2/2014	11/24/2014		
	I	Emergency Public Info	7/20/2011	7/20/2016	City Secretary				
	M	Resource Management	8/8/2011	8/8/2016	Finance Dir <i>changed to</i> EMC				
	N	Direction & Control	5/31/2011	5/31/2016	City Manager				
	O	Human Services	7/9/2008	7/9/2013	Asst. EMC	7/29/2013	8/27/2013	8/29/2013	Approved
	Q	Hazmat/Oil Spill	1/12/2013	1/12/2015	Fire Chief				
Intermediate	V	Terrorism	2/22/2011	2/22/2016	Police Chief				
	D	Radiological Protection	5/3/2011	5/3/2016	Fire Chief				
	F	Firefighting	5/3/2011	5/3/2016	Fire Chief				
	G	Law Enforcement	7/19/2008	7/19/2013	Police Chief	7/29/2013	8/29/2013	10/11/2013	Approved
	H	Health & Medical	8/8/2011	8/8/2016	Asst. EMC				
	J	Recovery	4/28/2008	4/28/2013	Finance Dir <i>changed to</i> EMC	3/27/2013	5/24/2013	5/29/2103	Approved
	K	Public Works	6/28/2011	6/28/2016	Public Works Dir				
	L	Energy & Utilities	6/28/2011	6/28/2016	Public Works Dir				
	R	Search & Rescue	4/28/2008	4/28/2013	Fire Chief	3/27/2013	5/3/2013	5/29/2013	Approved
	S	Transportation	7/20/2011	7/20/2016	Public Works Dir				
Advanced	P	Hazard Mitigation	8/8/2011	8/8/2016	Building Official				
	T	Donations Mgmt	4/28/2008	4/28/2013	Finance Dir <i>changed to</i> EMC	3/28/2013	5/8/2013	8/2/2013	Approved
	U	Legal	4/30/2008	4/30/2013	City Secretary	4/2/2013	5/8/2013	5/29/2013	Approved

Upcoming:

City CBCAN Training 12/3 – 8 am – 10 am & 1 pm – 3 pm, 12/18 - 9 am – 11 am & 1 pm – 4 pm, 12/29 – 1 pm – 4 pm
 CBTVOAD Meeting (First Baptist Church Rec Center – Ocean Dr) December 12th @ 11:30 am

Signed,

Stan Bynum, EMC/Police Chief

Shanna K. Owens, Asst. EMC/EM Planner

Abbreviations:

CBCAN – Coastal Bend Communication Alert Network
 CBCERT – Coastal Bend Community Emergency Response Team
 CBTVOAD – Coastal Bend Texas Volunteers Active in Disasters

Ingleside Fire Department

Monthly Report for November 2014

Types NFIRS Summary by Incident Type	#	Mutual Aid Given	Mutual Aid Received	County Calls
Fires				
Structures (110-118, 120-123)	1	1		
Vehicle (130-138)				
Other (100, 140-173)	1			1
Rescue				
EMS (300-323)	2			
Other (331-381)	1			
Hazardous Conditions (400-482)	6			
Service Calls (500-571)	3			
Good Intent (600-671)	3			
Severe weather or natural disaster (800-815)				
Special Incident Type (900-911)				
False Calls				
Malicious (710-715, 751)	1			
Other false calls (700, 721-746)	1			
TOTAL	19			

Fuel Usage:

- Diesel: 81.8 gallons
- Gasoline: 22.2 gallons
- Total Fuel: 104 gallons

Water Usage:

- 2600 Incident Calls (if used in mutual aid, we refill in that jurisdiction)
- 500 Used in training & other activities
- 3100 Total gallons of water

▪ *SEE ATTACHED REPORT FOR FUEL AND WATER*

Meetings/other:

- Business Mtgs: 2nd Tuesday of every month @ 7 pm
- Business Meeting Schedule
 - December 9
 - January 13
- Apparatus Checks: 4th Tuesday of every month @ 7 pm

Training:

- Trainings: 1st & 3rd Tuesdays every month @ 7 pm for in-house training
- Members may attend training around the region at various Area Fire Schools.

▪ **Total Membership:** 45 members, 6 Lifetime members, 8 probationary

IVFD Volunteer Hours (man hours-estimated):

- Mtgs: 275 (2 hrs average/mtg) Incident calls: 402.5 (2.5 hrs average/call)
- Other: 800 Work @ station, on apparatus', & on various projects
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